

23 March 1971

MEMORANDUM FOR: Chief, Support Services Staff, SSS

SUBJECT : Records Branch Reduction of Reports Costs

1. This is to report that the Records Administration Branch, SSS has changed three reports with a resultant reduction in estimated costs of \$3,346 and of 261 manhours.

2. The total costs calculated during the inventory of reports in September 1970 were: Archives and Records Center -- five reports with total costs of \$28,147 and Headquarters Records Staff -- ten reports with total costs of \$8,099 for an overall Records Branch total of 15 reports costing \$36,246. Our Branch goal of 7 1/2% reduction was \$2,718.

3. The Archives and Records Center made a reduction in its Monthly Activity Report (#A&RC-1). They discontinued the daily [REDACTED] Section of that report for an annual savings of \$672 (from its past annual cost of \$5,032.92) and a savings of 140 manhours per year.

4. The Headquarters Records Staff changed two of its reports:

- a. The Forms Management Status Report (#RAB-7). This was reduced from four times per year to three times a year for an annual savings of \$1,800 (from its past annual cost of \$7,200) and a savings of five manhours.
- b. The Annual Records Inventory (#RAB-9). This Agency-wide annual report included much special detail last year and much of that will be eliminated from future requirements. Conservatively speaking, the reduction in complexity will reduce the preparation manhours by at least five percent. It is estimated this will reduce that portion of the cost by \$874 per year (from its past annual cost of \$17,484.86) and a savings of 116 manhours.

5. We have exceeded our goal of \$2,718 by these three changes with reductions of \$3,346 and 261 manhours. Additional report reviews are being conducted and we will endeavor to make further cost and manhours reductions.

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MEMORANDUM FOR: Chief Support Services Staff, DDS

SUBJECT : Reports Inventory

Attached are Support Services Staff Reports Inventory forms,
as follows:

A.	<u>Component</u>	<u>Manual Reports</u>	<u>Manual/Ma- chine Processed</u>	<u>Manual Cost</u>	<u>Machine Cost</u>
	DDS/SSS/OC	1	1	\$ 2,145.28	\$ 2.40
	DDS/IPC	2	6	1,353.60	315.00
	SSS/RAB ✓	7	3	20,890.40	7,256.52
	SSS/RAB/A&RC ✓	5	0	8,098.66	
	SSS/RCB	<u>1</u>	<u>0</u>	<u>39.90</u>	
	SUBTOTALS	16	10	\$32,527.84	\$7,573.92

B.	<u>Component</u>	<u>No. Reports</u>	<u>Manual/Machine Cost</u>
	DDS/SSS/OC	2	\$ 2,147.68
	DDS/IPC	8	1,668.60
	SSS/RAB ✓	10	28,146.92 ✓
	SSS/RAB/A&RC ✓	5	8,098.66 ✓
	SSS/RCB	<u>1</u>	<u>39.90</u>
	TOTALS	26	\$40,101.76

36,245.58


Administrative Officer
Support Services Staff

25X1A

Attachment